



ESSER II Application Walk Through

As you work to complete your school or district's ESSER II application, please feel free to reference this guide. Program administrators who also completed the CARES Act application will already be largely familiar with the application as they are both based off the same application template.

ESSER II Grant Information:

CFDA Number: 84.425D*

Federal Award ID Number: S425D210013

Fund Number: 7931

Receipt Number: 4990

**This is the same CFDA as CARES Act; ESSER II must be tracked separately*

Grant Period: March 13, 2020- September 30, 2023

Encumbrance (date by which all approved activities must be completed): September 30, 2023

Liquidation/Reimbursement Deadline: December 15, 2023

Final Expenditure Report Due: December 31, 2023

Allowable Activities: Please visit the [IDOE ESSER II](#) website for a comprehensive list of allowable activities along with creative spaces to encourage innovative activities, and additional resources to support implementation. The ESSER II FAQ is also available on the ESSER II website.

Reminder: ESSER II statute does not require an equitable share of ESSER II funds be provided to non-public schools. Non-public schools will access COVID-19 relief funds and supports through the EANS program directly through IDOE. Please visit the [IDOE EANS](#) website for additional information.

Next Steps After Application: Your IDOE federal grants specialist will review your ESSER II application. If the application is not approvable as written, any requested edits will be saved in the Messages tab for the program administrator and the application will be sent back to LEA Edit.



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

ESSER II Application

You can access the ESSER II application via the [Title I Application Center](#).

District Information Page: Please verify all relevant district information is correct.

1. Verify IDOE-approved indirect cost rate. If “YES” is selected, you should enter the approved FY2021 rate.
2. As there is no equitable share required in ESSER II, you may respond “NO” to number two and proceed to delete the non-public schools. Alternately you may leave “YES” and proceed; either option will allow you to proceed without an error.
3. Please assure that your district or school will, *to the extent practicable*, continue to pay employees and contractors. If “NO” is selected, you will need to provide a narrative with justification.

Education Stabilization Relief Fund Application II Return to Application Center Title I Website

School Code: [REDACTED] Application Year: 2021
Status: LEA Edit Date Started: 2/3/2021
Total Allocation: \$1,000.00 Specialist: Cole Dietrich

Sections Help Save Tasks Generate PDF

District Information

This page will ask you some questions about your district. Answers on this page will help create an application specific to your district.

1. Would you like to use an indirect cost rate?

Since you answered "Yes", please enter your Indirect Cost Rate as a percentage (Example: 1.44):

2. Are there any non-public schools (including those not served by CARES) in your district?

3. Sec. 315. A local educational agency, State, institution of higher education, or other entity that receives funds under "Education Stabilization Fund", shall to the greatest extent practicable, continue to pay its employees and contractors during the period of any disruptions or closures related to coronavirus.

Does the LEA assure to still pay ALL its employees and contractors during the period of disruptions or closures? Y/N

If No, which employees or contractors are not being paid and what is the justification for doing so?



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Contact Information Page: Please complete all required contact information for your LEA contact information.

Education Stabilization Relief Fund Application II Return to Application Center Title I Website

School Code: [REDACTED] Application Year: 2021
Status: LEA Edit Date Started: 2/3/2021
Total Allocation: \$1,000.00 Specialist: Cole Dietrich

Sections Help Save Tasks Generate PDF

Contact Information

District Contacts

Superintendent	Program Administrator	Treasurer
Name: Cole	Name: Cole	Name: Cole
Address 1:	Address 1:	Address 1:
Address 2:	Address 2:	Address 2:
City:	City:	City:
State: Indiana	State: Indiana	State: Indiana
Zip:	Zip:	Zip:
Phone:	Phone:	Phone:
Summer Phone:	Summer Phone:	Summer Phone:
Fax:	Fax:	Fax:
Email:	Email:	Email:
Summer Email:	Summer Email:	Summer Email:

Previous Section Next Section

Note: Clicking "Next" or "Previous" will save this section before moving on.

Application Summary Page: Please verify your total allocation. The Equitable Share Transfer line should be left blank as there is no equitable share requirement in ESSER II.

Education Stabilization Relief Fund Application II Return to Application Center Title I Website

School Code: [REDACTED] Application Year: 2021
Status: LEA Edit Date Started: 2/3/2021
Total Allocation: \$1,000.00 Specialist: Cole Dietrich

Sections Help Save Tasks Generate PDF

Application Summary

Summary Attachments Messages

Funding Information

Currently, you have been allocated \$1,000.00 by the United States Department of Education. To update this information, click Here. If entering transfer funds, you must click save or move to the next section.

	Current Budget
Current Allocation:	\$1,000.00
Maintenance of Effort:	\$0.00
Equitable Share Transfer:	\$0.00
Unrequested:	\$0.00
Unexpended:	\$0.00
Unsent:	\$0.00
Reallocated Funds:	\$0.00
Total Available:	\$1,000.00
Total Approved:	Not Yet Approved



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

District Set Aside Page: Please budget your district set asides. Please enter your entire allocation in the District Reservation box. **As a reminder, the Non-Public Equitable Share section below can be left as \$0 as no equitable share is required.**

Education Stabilization Relief Fund Application II | Return to Application Center | Title I Website

School Code: [REDACTED] | Application Year: 2021
 Status: LEA Edit | Date Started: 2/3/2021
 Total Allocation: \$1,000.00 | Specialist: Cole Dietrich

District Wide Set-Asides

The funds will be budgeted on a district level budget.

Set-Asides

Description	District Reservation	Non-Public Equitable Share What is this?	Total
Administrative Expenses Budget all allowable expenses here for the LEA.	\$ 1,000.00	\$ 0.00	\$ 1,000.00

Previous Section | Next Section

Note: Clicking "Next" or "Previous" will save this section before moving on.

District Administrative Expenses Page: Staffing

Please indicate the positions that will be funded through ESSER II and indicate any split-funded positions and funding source.

Choose either Cert/Non-Cert, FTE (up to 1.0) or stipend, complete description with staff responsibilities (also to include budget lines and amounts, i.e., 22100 Salary \$50,000 Benefits \$10,000); for groups of staff or not yet hired, you can enter TBD in Staff Name

Education Stabilization Relief Fund Application II | Return to Application Center | Title I Website

School Code: [REDACTED] | Application Year: 2021
 Status: Specialist Review | Date Started: 2/3/2021
 Total Allocation: \$50,000.00 | Specialist: Cole Dietrich

District Administrative Expenses

Allocation for this Administrative Expenses: \$1,000.00

Staffing | Budget

If any staff are being budgeted on the Administrative Expenses page please add the staff position on this page.

Current Positions
There are no staffing positions.

Add New Position

Position: [Text Box] | Staff Name: [Text Box] | Split Funded: [No] | Note: To add this position, you must click "add position" icon. The next section button does not add staff.

FTE: Stipend | Funding source in addition to this grant: [A: Title II, A; B: Title III, A; C: State/Local/General; D: Other Federal] | Add Position

Certified Non-Certified | Description: [Text Box] | FTE Value: [Text Box]

Previous Section | Next Section

Note: Clicking "Next" or "Previous" will save this section before moving on.



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

District Administrative Expenses Page: Budget

Please budget the appropriate items in the district budget. Be sure to include all requested items or activities in the budgeted total and include sufficient detail in the narrative boxes below. Be sure to provide sufficient detail for IDOE to determine the reasonableness, allowability, and necessity of the proposed activity. You may include additional documentation in the Attachments section of the Summary Page.

Please refer to CARES/ ESSER II Budget Example for guidance on budgeting specific expenditures: <https://www.doe.in.gov/sites/default/files/grants/cares-budget-revised-01-2020.pdf>

District Administrative Expenses
Allocation for this Administrative Expenses: \$1,000.00

Staffing		Budget										
Account Number	Expenditure Account	Object Codes: 115-160		Object Codes: 211-290	Object Codes: 311-332	Object Codes: 411-499	Object Codes: 510-535	Object Codes: 611-689	Object Codes: 710-760	Object Codes: 810-899	Object Code: 910	Line Totals
		Salary	Benefits		Purchased Professional and Technical Services	Purchased Property and Utility Services	Other Purchased Services	General Supplies	Property	Other	Transfers	
11000	Instruction - Regular Programs	48000	0	0	0	0	0	1000	0	0	0	\$40,000.00
12000	Instruction - Special Programs	0	0	0	0	0	0	0	0	0	0	\$0.00
13000	Instruction - Adult/Continuing Ed Programs	0	0	0	0	0	0	0	0	0	0	\$0.00
14000	Instruction - Summer School Programs	0	0	0	0	0	0	0	0	0	0	\$0.00
15000	Instruction - Enrichment Programs	0	0	0	0	0	0	0	0	0	0	\$0.00
18000	Instruction - Remediation Programs	0	0	0	0	0	0	0	0	0	0	\$0.00
17000 - 18000	Instruction - Payments to Other Government Units	0	0	0	0	0	0	0	0	0	0	\$0.00
21000	Support Services - Student	0	0	0	0	0	0	0	0	0	0	\$0.00
22000	Support Services - Instruction	0	0	0	0	0	0	0	0	0	0	\$0.00
23000 (23100 or 23280 ONLY)	Support Services - General Admin	0	0	0	0	0	0	0	0	0	0	\$0.00
25191	Refund of Revenue	0	0	0	0	0	0	0	0	0	0	\$0.00
28000	Operation and Maintenance	0	0	0	0	0	0	0	0	0	0	\$0.00
27000	Student Transportation	0	0	0	0	0	0	0	0	0	0	\$0.00
33000	Community Service Operations	0	0	0	0	0	0	0	0	0	0	\$0.00
40000	Facilities Acquisition and Construction	0	0	0	0	0	0	0	0	0	0	\$0.00
60000	Non-Programmed Charges	0	0	0	0	0	0	0	0	0	0	\$0.00



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Please provide an explanation as to how you will use the funds that have been allocated on the budget.

Supplies

11000: 23 iPads

Using 15 of 400 characters

Property: Technology

Using 0 of 400 characters

Property: Equipment

Using 0 of 400 characters

Other Purchase Services (Travel, Communications)

Using 0 of 400 characters

Transfer

Professional Services

Non-Public School Programs Page: This page can be left blank as no equitable share for non-public schools is required.





Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Total Program Budget Page: Ensure your budget accurately reflects all budgeted activities. You may enter the amount of requested indirect costs on this page.

***NOTE:** some browsers may cause an error in the calculation of the indirect cost rate. If this occurs, please close the browser and reload the page. This should resolve the issue.

Education Stabilization Relief Fund Application II

Application Year: 2021
Date Entered: 2/23/21
School: [Redacted]
District: LCA 522
Total Allocation: \$50,000.00
Specialist: [Redacted]

Total Program Budget
On this page you will find the overall total program budget for your district

Account Number	Expenditure Account	Object Codes 710-740		Object Codes 710-740		Object Codes 710-740		Object Codes 710-740		Object Codes 710-740		Line Totals
		Salary	Benefits	Purchased Professional and Technical Services	Purchased Property and 1099s	Other Purchased Services	General Supplies	Property	Other	Transfers		
1000	Instruction - Regular Programs	49,000	0	0	0	0	0	0	0	0	0	\$49,000.00
1200	Instruction - Special Programs	0	0	0	0	0	0	0	0	0	0	\$0.00
1300	Instruction - Adult/Continuing Ed Programs	0	0	0	0	0	0	0	0	0	0	\$0.00
1400	Instruction - Summer School Programs	0	0	0	0	0	0	0	0	0	0	\$0.00
1500	Instruction - Enrichment Programs	0	0	0	0	0	0	0	0	0	0	\$0.00
1600	Instruction - Remediation Programs	0	0	0	0	0	0	0	0	0	0	\$0.00
1700 - 1800	Instruction - Payments to Other Government Units	0	0	0	0	0	0	0	0	0	0	\$0.00
2100	Support Services - Student	0	0	0	0	0	0	0	0	0	0	\$0.00
2200	Support Services - Instruction	0	0	0	0	0	0	0	0	0	0	\$0.00
2300 - 2310 or 2320 (ONLY)	Support Services - General Admin	0	0	0	0	0	0	0	0	0	0	\$0.00
2414	Refund of Revenue	0	0	0	0	0	0	0	0	0	0	\$0.00
2600	Operation and Maintenance	0	0	0	0	0	0	0	0	0	0	\$0.00
2700	Student Transportation	0	0	0	0	0	0	0	0	0	0	\$0.00
3000	Community Service Operations	0	0	0	0	0	0	0	0	0	0	\$0.00
4000	Facilities Acquisition and Construction	0	0	0	0	0	0	0	0	0	0	\$0.00

60000	Non-Programmed Charges	0	0	0	0	0	0	0	0	0	0	\$0.00
Sub-Total		\$49,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,000.00

60600 - Indirect Cost

Current Indirect Cost as specified on the District Information section of this application:

2.50%

Subtract the amount above 25,000 (per individual contracted service) from your total budget	\$0.00
Total after deducting Property (710-748):	\$49,000.00
Total Available for Indirect Costs:	\$1,225.00
Amount of Indirect Cost to be used:	\$1,000.00
Grand Total After Indirect Cost:	\$50,000.00

Previous Section

Note: Clicking "Next" or "Previous" will save this section before moving on.

Next Section



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Assurance Page: Ensure the application is signed by the authorized individual. Once completed, hit “Sign and Submit Application”.

Education Stabilization Relief Fund Application II Return to Application Center Title I Website

School Code: [REDACTED] Application Year: 2021
Status: Specialist Review Date Started: 2/3/2021
Total Allocation: \$50,000.00 Specialist: Cole Dietrich

Sections Help Save Tasks Generate PDF

Application Submission - Final Check

The application has already been submitted, you will be notified when action is needed.

When an application is complete and has been reviewed, we ask you that you sign it to verify that all the information shown here is correct. This gives you a chance to review the document one last time.

Signing this application requires that you understand the following rules:

Superintendent Signature

- I CERTIFY that the information in this application is, to the best of my knowledge, true. The agency named here has authorized me, as its representative, to file this application and all amendments, and as such action is recorded in the minutes of the agency's meeting date.
- I also have reviewed the assurances and the LEA understands and will comply with all applicable assurances for federal funds.
- The LEA certifies that it will participate in all ESSER II data reporting, monitoring, and evaluation activities as requested or required by the United States Department of Education, the Indiana Department of Education (IDOE), and Indiana Code, which may include specific items related to ESSER II that requires providing a summary of the projects completed and the dollars expended for each, on-site and desktop monitoring conducted by the IDOE, required audits by the state board of accounts, annual reports, and final expenditure reporting for the use of subgrant funds.
- The LEA certifies by submitting this application that neither it nor its principals nor any of its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal agency or by any department, agency or political subdivision of the State of Indiana. The term "principal" for purposes of this application means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the LEA.
- The LEA certifies that it has verified the state and federal suspension and debarment status for all subcontractors receiving funds under the fund associated with this application and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred subcontractor. The LEA shall immediately notify

- The School Corporation/Charter School certifies that it is currently registered in the System of Award Management (SAM <http://www.sam.gov>) database.
- The LEA certifies that it is in compliance with Title IX, section 9524, and that it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in elementary and secondary public schools as set forth in the USDOE Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools, dated February 7, 2003. See http://www2.ed.gov/policy/gen/guid/religionandschools/prayer_guidance.html.
- The LEA certifies that it has received a single audit or program specific audit (2 CFR 200.501) if it has expended \$750,000 in federal funds within the preceding federal fiscal year.
- To the extent that the LEA charges pre-award costs to the ESSER II Fund, the LEA will only use funds for allowable costs incurred on or after March 13, 2020.
- The LEA certifies it will use ESSER II funds for activities allowable under section 313 of the CRRSA Act. The Secretary may require additional reporting in the future, which may include: the methodology LEAs will use to provide services or assistance to students and staff in both public and non-public schools, the uses of funds by the LEAs or other entities and demonstration of their compliance with Section 313, such as any use of funds addressing the digital divide, including securing access to home-based connectivity and remote-use devices, related issues in supporting remote learning for all students, including disadvantaged populations.
- The LEA will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with Section 313 of the CRRSA Act. In addition, each entity that accepts funds will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. ESSER II CRRSA Act funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.

Name: [REDACTED]
Em: [REDACTED]

Next Steps: Your IDOE federal grants specialist will review your ESSER II application. If the application is not approvable as written, any requested edits will be saved in the Messages tab for the program administrator and the application will be sent back to LEA Edit.